Late Payment Interest Penalties Shown On The W07 Report

Late payment penalties are shown in the daily W07, Amounts Paid Subject To Late Payment Interest Penalties Report (Exhibit XI-14.) Using Object Code **545** or keying an Indicator of **8** in the RPI field will cause the transaction to post to the W07 Report. If there are no interest penalties paid on the current day's claim schedules, the report is not printed for that day.

Totals are provided by vendor within claim schedule, batch and department. Since the W07 Report is a daily report; it does not contain cumulative-to-date information. It is important to file this report and retain it as long as is necessary.
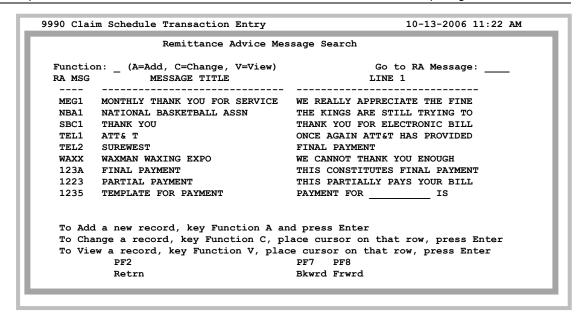
Remittance Advice Messages

Departments have the option of letting the system print a specific message on the remittance advice by entering a 4-digit alpha-numeric code (pre-assigned in the Remittance Advice Message Table (RM)) in the RA MSG ID field. The RA MSG ID identifies the messages to be printed on the RA's during the Claim Schedule Process. The remittance messages are stored within the RM table and can be accessed as a pop-up through a financial transaction or through table maintenance (**I.12**). Users code the RA MSG ID field on claim schedule transactions entered online and on transactions created externally for uploading. The RA MSG ID field is only displayed on the General Purpose and Claim Schedule transaction entry screens.

The RA MSG ID must be input for each transaction for a specific invoice with multiple transactions in order for invoice to be totaled in one sum on Remittance Advice. If RA MSG ID is only entered on one transaction for an invoice that has more than one transaction the invoice will be split on the Remittance Advice.

Help Feature
A help feature is available on the RA MSG ID field. If the user places the cursor in the field and presses **F1**, then the user will be taken to a unique pop-up Remittance Advice Message Search help screen that displays the list of records from the RM Table and allows the user to modify existing table entries or create new entries as necessary. An example of the screen is shown here:

```
 9990 Claim Schedule Transaction Entry                   10-13-2006 11:22 AM

                        Remittance Advice Message Search

   Function: _  (A=Add, C=Change, V=View)              Go to RA Message: ____
   RA MSG        MESSAGE TITLE                          LINE 1
   ----    ------------------------------    ------------------------------
   MEG1    MONTHLY THANK YOU FOR SERVICE     WE REALLY APPRECIATE THE FINE
   NBA1    NATIONAL BASKETBALL ASSN          THE KINGS ARE STILL TRYING TO
   SBC1    THANK YOU                         THANK YOU FOR ELECTRONIC BILL
   TEL1    ATT& T                            ONCE AGAIN ATT&T HAS PROVIDED
   TEL2    SUREWEST                          FINAL PAYMENT
   WAXX    WAXMAN WAXING EXPO                WE CANNOT THANK YOU ENOUGH
   123A    FINAL PAYMENT                     THIS CONSTITUTES FINAL PAYMENT
   1223    PARTIAL PAYMENT                   THIS PARTIALLY PAYS YOUR BILL
   1235    TEMPLATE FOR PAYMENT              PAYMENT FOR _____ IS


   To Add a new record, key Function A and press Enter
   To Change a record, key Function C, place cursor on that row, press Enter
   To View a record, key Function V, place cursor on that row, press Enter
            PF2                           PF7   PF8
            Retrn                         Bkwrd Frwrd
```

✪ If the RA MSG ID field on the screen is blank when **Enter** is pressed, the list will begin with the first record of the RM Table.

✪ If the RA MSG ID field on the screen is coded, the list will begin with the coded value followed by the next sequential value if a valid code was entered.

✪ If a user enters a code not found in the RM Table and presses **F1**, they will be taken to the list with the next record within the sort sequence displayed.

 NOTE: The "NEXT" function is not allowed with RA MSG ID field.

Within the pop-up Remittance Advice Message Search screen the user can initiate immediate updates to RM Table which can then be used on the Transaction Entry screen. From the Search screen the user may retrieve an existing RA MSG by placing the cursor on that row and pressing **Enter**. The user will be returned to the underlying Transaction Entry screen with the RA MSG field populated with the chosen value.

NOTE: The Function and Go To fields cannot be populated at the same time. If they are, the error message "267- CANNOT SELECT A FUNCTION AND 'GO TO' SEARCH AT THE SAME TIME" will be displayed.

Functions
The following Functions are available within the pop-up Remittance Advice Message Search screen:

A=Add – Key an **A** in the Function field, the RA MSG ID, and the appropriate values in the informational elements fields to **A**dd a record to the RM Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the RM file. A fresh screen

is displayed with blank data fields, and a message confirming that the CM Table record was added successfully is displayed at the bottom of the screen.

C=Change – To **C**hange a record, the record must first be displayed on the screen. To display a record and make a change, either:

(1) Scroll through the records using the **F7** and **F8** keys, and key a **C** in the Function field of the desired record.

(2) Key a **V** in the Function field, the appropriate values in the RA MSG ID field, and press **Enter** to **V**iew a record. Key a **C** in the Function field.

(3) Key a **C** in the Function field, the appropriate values in the RA MSG ID field, and press **Enter**.

Key over the fields to be changed, and press **Enter**. When **Enter** is pressed, the CM record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen.

V=View –Key **V** in the Function field, position the cursor on the row containing the record to be viewed and press **Enter.**

Remittance Advice Message Entry Screen

The following is an example of the Remittance Advice Message Entry Screen pop-up:

```
9990 Claim Schedule Transaction Entry                    10-20-2011 11:20 AM
                    Remittance Advice Message Search

 Function: A (A=Add, C=Change, V=View, W=Print Rec)

 RA MSG ID:        MESSAGE TITLE:                              PURGE>

 LINE 1:
 LINE 2:
 LINE 3:
 LINE 4:
 LINE 5:
 LINE 6:
 LINE 7:
 LINE 8:
 LINE 9:
                                                     LP DATE:
 Press Enter to accept Add, Change, or Print Record
 Press F2 to return to Search screen
 Press F6 to return to Transaction Entry screen with this RA MSG
         PF2                      PF6    PF7    PF8    PF9
         Retrn                    Trans Bkwrd Frwrd Clear
 Enter information to be added
```

After a selected record (or blank screen) has been displayed on the Remittance Advice Message Entry Screen pop-up, the following Functions are available:

A=Add, C=Change, V=View and W=Print Rec - These work the same as the normal RM Table Entry screen, however, **F6** needs to be pressed to facilitate bringing the record back to the pop-up RA Message Search screen or to the underlying Transaction Entry screen Transaction Entry screen.

Function (F) Keys

F2=Return – Returns the user to the RA Message Search pop-up screen. The RA MSG shown on the screen at the time that **F2** is pressed will appear as the first record on the Search pop-up screen.

F6=Trans – Returns the user to the underlying Transaction Entry screen and populates the RA MSG field with the RA MSG shown on the RA Message Entry pop-up screen at the time **F6** is pressed. If the RA MSG field in the pop-up is blank at the time that **F6** is pressed, it will return the user to the underlying Transaction Entry screen without populating the RA MSG field.

F7=Bkwrd (Backward) – Go to the previous record (page of records).

F8=Frwrd (Forward) – Go to the next record (page of records).

F9=Clear – Erases all keyed fields.

- Changed and newly added RM Table records can be used immediately in the RM MSG ID field on the Transaction Entry screen.

An example of a remittance advice with a message from the RM Table is displayed here:

REMITTANCE ADVICE   STATE OF CALIFORNIA

STD. 404C (REV. 4-95)

THE ENCLOSED WARRANT IS IN PAYMENT OF THE INVOICES SHOWN BELOW

DEPARTMENT NAME	ORG. CODE	INVOICE DATE	INVOICE NUMBER	RPI
DEPARTMENT OF AIR QUALITY	9990		INVOICE AMOUNT	

DEPARTMENT ADDRESS
100 CAPITOL MALL
SACRAMENTO 95826

CLAIM SCHED. NO.
0155000

09/17/07   ****PDQ1234-A
                                    1000.00- (9)

VENDOR

CENTRAL OFFICE SUPPLY
909 J STREET
SACRAMENTO   CA 95814

PURCHASE ORDER DOES NOT
PROVIDE FOR SALES/USE TAX

FEDERAL TAX ID NO. OR SSAN	RP TYPE	TAX YR	TOTAL REPORTED TO IRS	
	9		1,000.00-	

TOTAL PAYMENT   1000.00-

PRODUCTION OF MANUAL CLAIM SCHEDULES AND REMITTANCE ADVICES

When using the specific transaction codes and instructions for manual claims described in Step **3** of the *Claim Schedule Preparation Steps* section, the claim schedule and remittance forms must be typed and are not printed on the agency printer.

Manual claim schedules and remittance advice forms may be typed at any time. However, it is recommended that they are typed on the same day the transactions are entered in CALSTARS. This will assure that transactions are entered correctly, thus reducing the transmittal of claim schedules containing errors to the SCO. Refer to the *Claim Schedule And Remittance Advice Coding Requirements* section in this chapter for detailed instructions.

NOTE: When typing a manual claim schedule face sheet, use 7 digits. If necessary, type zeros to the left of the claim schedule number.

PRODUCTION OF AUTOMATED CLAIM SCHEDULES AND REMITTANCE ADVICES

When using the specific transaction codes and instructions for automated claims described in Step **3** of the *Claim Schedule Preparation Steps* section, automated claim schedule batches without fatal errors are available to print. The following section describes how to control the printing of automated claim schedules and remittance advices using the Claim Schedule Maintenance Entry screen (Command B.2).

Claim Schedule Maintenance (Command B.2)

The Claim Schedule Maintenance Entry screen (Command **B.2**) controls the printing of automated claim schedules. A table describing the functions and fields of the Claim Schedule Maintenance Entry screen is displayed in Exhibit XI-2. The screen displays claim schedules processed on a previous day and not yet printed or claim schedules that currently have transactions on the Error File. An example of the screen is shown here:

```
   9990 B.2: Claim Schedule Maintenance Entry              10-10-2011 09:52 AM

   GLOBAL PRINT (Y/N): Y  PROCESS DATE: 10 20 2011        Go to SCHEDULE:

   Enter under F below: (D=Delete Schedule or Transaction, H=Hold Schedule)
                        (I=Insert New Line (use 2-9 for multiple lines))
                        (R=Release Schedule To Print, X=Delete Maintenance)
                                                                          DUP
   F   SCHEDULE              STATUS               BATCH DATE  TP  NBR  SEQ REC
   --  -------   --------------------------------  ----------  --  ---  ----- -
       CS12345   MANUAL HOLD                       05-12-2008  04  002  00000
   __  CS34567   NEG NET                           05-12-2008  04  005  00000
   __  CS34589   ASSOC ERROR                       05-14-2008  04  006  00000
   __  CS35663   ASSOC ERROR; NEG NET; MANUAL HOLD 05-10-2008  04  013  00000
   __  CS35664   ASSOC ERROR; MANUAL HOLD          05-10-2008  04  014  00000
   __  CS36031   NEG NET                           05-14-2008  04  015  00000
   __  CS38321   READY FOR PRINT                   05-15-2008  04  137  00000
   __  CS38328                                     05-15-2008  04  337  00000
   __  CS38337                                     05-15-2008  04  437  00000

   Command: _____
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Help  Retrn Quit                   Bkwrd Frwrd Clear              Main
```

The screen displays up to 9 lines. Additional records may be displayed by scrolling using the **F8** key. To find a specific claim schedule, enter the schedule number in the 'Go to SCHEDULE:' field and press **Enter**. If the requested record exists, it will be the first record listed on the screen. If it does not exist, the list will start with the next sequential record.

Use the following instructions for entering maintenance transactions.

The default for the **Global Print** Indicator is **Y** (Yes), and the default for the **Process Date** is the current date. Departments may change the **Global Print** indicator to **N** (No) to prevent all claims from printing. When the indicator is changed to **N**, the **Process Date** field defaults to 'MM DD YYYY'; the **N** remains until the department manually changes it back to **Y**.

The **Process Date** determines which claim schedules process and become available for print the following day. Only claim schedules with a Batch Date equal to or earlier than the specified process date are processed and made available for print the following day. Departments may change the **Process Date** to an earlier date to enable them to preview the claim schedule data prior to printing. When the **Process Date** is changed, the current date default resumes automatically the following day providing the **Global Indicator** has not been changed to **N**.

A Global Print maintenance transaction is only necessary if departments do **not** want claim schedules entered that day to print the following day. Otherwise, claim schedules are available to print the next day if no fatal errors are detected during the CALSTARS nightly Input, Edit, and Update Process (IEUP).

The following functions can be entered in the Function column (**F**):

D=Delete Schedule or Transaction—Key **D** in the Function field to remove an entire claim schedule or a transaction within a claim schedule from the Warrant

Write File. This means the claim schedule or the transaction within a claim schedule is no longer available for print.

NOTE: Deleting transactions from the Warrant Write File does not delete the previously posted expenditure transactions. Therefore, additional action may be required.

H=Hold Schedule—Key **H** in the Function field to prevent a claim schedule from printing.

I=Insert New Line—Key **I** in the Function field to create a new line (use 2-9 for multiple lines) with duplicate claim schedule information. For example, entering '**I2**' in the Function column will create two lines with duplicate claim schedule information. The sequence number in the duplicated lines will be blank. This allows a specific sequence number to be entered in place of the blank field. Using the **I** function allows a specific transaction within the claim schedule to be deleted by entering the appropriate sequence number and entering a **D** in the Function column. For example, a credit memo that causes a negative net to vendor can be deleted using this process.

R=Release Schedule to Print—Key **R** the Function field to release a claim schedule to print that has previously been placed on hold. This maintenance must be entered before the claim schedule will print.

X=Delete Maintenance—Key X the Function field to delete **previously entered** maintenance in the Function column field. For example, if **H** is entered in the Function column and should not have been, an **X** entered in the Function column directly over the **H** before nightly processing would delete the Hold. An **X** entered in the Function column does **not** delete a claim schedule or a claim schedule transaction. Only previously entered claim schedule maintenance is affected.

When the **Enter** key is pressed, the claim schedule maintenance transactions are edited. Valid maintenance transactions will display confirmation message "854-RECORD(S) SUCCESSFULLY PROCESSED" at the bottom of the screen if none of the transactions have online errors. If errors are detected on the maintenance transaction screen, the erroneous field is highlighted and the appropriate error message is displayed at the bottom of the screen. These error messages are described in CPM Volume 4, Error Correction.

The following two methods can be used to change a previously entered maintenance transaction:

✪ Type an **H**, **R** or **D** directly over the incorrect maintenance function in the Function column and press **Enter**.

✪ Enter an **X** directly over previously entered maintenance to delete any unwanted maintenance and press **Enter.** If there wasn't any previous

maintenance to delete, CALSTARS issues error message: *"L19-NO MAINT TO DELETE".*

The **Status** field displays the messages shown on the W01, Claims Schedules Requiring Action Report that prevent the claim schedule from printing. The message 'Ready for Print' appears when an **R** function has been entered to release a schedule previously restricted from printing with a Hold, **H** function. If no message is displayed, the schedule is not available for printing because either the Global Print Indicator was changed to an **N** or the Process Date is earlier than the Batch Date of the claim schedule transaction.

Claim schedule maintenance transactions remain on the Claim Schedule Maintenance Entry screen until the CALSTARS system is brought down for nightly processing.